

**TOPIC SHEET INTRO
COURSE INTRODUCTION**

A. INTRODUCTION:

Topic Intro-1 is an overview of the Chief Petty Officer Indoctrination Course. This course is designed to assist you in the transition from First Class Petty Officer to Chief Petty Officer.

B. ENABLING OBJECTIVES: None

C. TOPIC PREPARATION:

1. Read: Prior to this class, the selectee will read at least one book from the Naval Heritage Reading List. The student will be prepared to discuss in a later topic each of the elements of the Core Values in the book(s) selected with a goal of relating today's Core Values with the way Core Values were demonstrated throughout our heritage.
2. Complete: There are no assignments for completion prior to this class.

D. REFERENCES:

- a. Naval Heritage Reading Assignment. Direct Line, Vol. 17, No. 2: March 1997.

E. SUPPLEMENTAL READINGS: None

F. INSTRUCTION SHEETS:

1. TS Intro Course Introduction
2. OS Intro-1 Course Introduction
3. AS Intro-2 Course Introduction (Personal Vision)

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OUTLINE SHEET INTRO-1 COURSE INTRODUCTION

A. OUTLINE OF INSTRUCTION:

1. Introduction

Congratulations from the Chief Petty Officer community on your selection to Chief Petty Officer! You should be exceptionally proud of reaching this major milestone in your naval career.

Now that you have been selected as a Chief Petty Officer (CPO), you may be just a little curious about what will be expected of you in your new role. In our Navy the Chief Petty Officer is expected to be the expert on just about all matters pertaining to Navy life. You are now a technical expert, an administrator, a mentor, a counselor, a teacher, and organizer. In addition, you are expected to fulfill the many other responsibilities of a Chief Petty Officer. Throughout your career you have shown the potential for handling the broad responsibilities of Chief Petty Officer, and for that reason you were selected.

2. Core Competencies – Chief Petty Officers are enlisted warriors who lead and manage the Sailor resources of the Navy they serve.

In addition to these new roles you are responsible for, have the authority to accomplish and are held accountable for the following core competencies:

- a. Leading Sailors and applying their skills to tasks that enable mission accomplishment for the U.S. Navy.
- b. Developing enlisted Sailors and junior officers.
- c. Communicating the core values, standards and information of our Navy that empower Sailors to be successful in all they attempt.
- d. Supporting with loyalty the endeavors of the chain of command they serve and their fellow Chief Petty Officers with whom they serve.

3. “Ask the Chief”

The roles of the First Class Petty Officer and Chief Petty Officer differ in their responsibilities. However, the most dramatic difference is that First Class Petty Officers have someone to depend on for the answer to a problem. Until now, when a problem you couldn't handle has arisen, you have been able to say ALet me ask the Chief--but now you are that Chief. Imagine the awesome expectations.

4. The transition from PO1 to CPO

The Chief of Naval Operations recognizes that your transition to Chief Petty Officer is a big step. To help you during this transition, he has directed the Chief of Naval Education and Training to provide you with this short course of introduction. Your instructors in this course are highly motivated, well-qualified people. Use this instruction time wisely, “pick their brains,” and follow their lead.

Because this course is mandatory before your advancement, don’t look at it as just another obstacle that you must overcome. Take this opportunity to ask your instructors about situations they have encountered in the past or may expect to encounter in the future. This course is intended to orient and enforce/reinforce a continuum of training.

5. Personal introductions

This activity is designed to break the ice. The objective is to make you comfortable in the environment of other Chiefs.

6. Class norms

Setting class norms is a very important part of the instructional process. Class norms provide guidance for the time the instructors/students are together.

Respect others=opinions

One person talks at a time

Maintain confidentiality

Be on time

Maintain equal opportunity

Give effective feedback

7. Leadership Continuum

The Leadership Continuum is a series of courses designed to boost the Navy’s ability to achieve its overall mission by increasing the effectiveness of Navy leadership across all levels of the chain of command. Its purpose is to provide consistency and continuity of training in leadership and management topics across all Navy communities.

Eight Leadership Training Courses (LTCs) form the cornerstone of the Leadership Continuum. Four of the LTCs are enlisted courses, the Senior Enlisted Academy, Chief Petty Officer Leadership Course (CPOLTC), Petty Officer First Class Leadership Course (PO1LTC), and Petty Officer Second Class Leadership Course (PO2LTC). Attendance is a requirement for advancement to the next paygrade.

8. Chief Petty Officer Indoctrination Course

a. Mission

This course supports the Navy's mission to have organized, trained, and equipped primarily for prompt and sustained combat incident to operations at sea by providing the leadership skills necessary to carry out the mission.

Mission statement

The purpose of the Chief Petty Officer Indoctrination Course is to assist you in generating the confidence in yourself to become a Chief Petty Officer. Like the Chiefs before you, you are entering a time honored position held by a relative few in which the faith of the U.S. Navy has been entrusted.

b. Course overview

This course is taught once a year to First Class Petty Officers who have been selected for promotion to Chief Petty Officer.

Topic 1	History and Traditions of the Chief Petty Officer
Topic 2	Leadership
Topic 3	Management
Topic 4	Communication Skills
Topic 5	Relationship with Seniors and Subordinates
Topic 6	Navy Programs – Opportunities and Responsibilities
Topic 7	Chief Petty Officers' Quarters and Messes
Topic 8	Chief Petty Officers Uniform Requirements and Regulations
Topic 9	Naval Heritage/Core Values

c. Course materials

(1) Student Guide

The student guide has instruction sheets which supplement and complement the course. These sheets include: Topic Sheets, Outline Sheets, Information Sheets, Role Plays, Assignment Sheets, Case Studies, and Exercise Sheets to support the topics. (See page iii of the Front Matter.)

(2) Reference materials

Required reading is assigned from the Naval Heritage Reading List. References and supplemental readings are suggested as additional sources of information.

9. Administrative matters

Ensure completion of this course is documented in your service record. Complete the End of Course Questionnaire.

10. Personal Vision

Well, now you're a Chief and you are about to report to your unit as a Chief for the first time. And...as a newly selected Chief Petty Officer you will be tasked with creating a viable vision that inspires your people and generates commitment. Keep in mind your vision must inspire you before you can inspire others, and you must know what motivates you before you can motivate others. You must believe in it or it will not be believable to others.

Turn the clock ahead two years.

It's your going away luncheon. If Sailors from your unit were to say a few words about you, what would you want them to say about you personally? What do you stand for?

With these thoughts in mind, what is your personal vision as a newly selected Chief Petty Officer in the Navy? Your personal vision should address those issues and concerns of most importance to you personally. What do you want to be as an individual in two years, twenty years, in your lifetime.

Some questions to think about. What things are most important to me? What are my greatest strengths? What qualities would I like to develop? As a newly selected Chief, what contributions do I want to make? How do I want to be remembered?

11. Summary

ASSIGNMENT SHEET 2
Personal Vision Assignment

Purpose: The purpose of this assignment is to help you begin your first draft of your Personal Vision Statement.

It should address those issues and concerns of most importance to you personally. Recognize that this assignment is not something that can usually be done quickly, but requires introspection and personal evaluation. This is why this assignment is for a first draft only as revisions can be made during this course as well as in your upcoming assignments.

The scope of your personal vision will probably go beyond the “Personal Vision Considerations” which were brainstormed in class and should include any areas of concern that you consider appropriate.

Some questions to think about.....

1. What things are most important to you?

2. What are your greatest strengths?

3. What qualities would you like to develop?

4. As a newly selected Chief, what contributions do you want to make?

5. How do you want to be remembered?

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